S6 Table. Measurement Tools and Scales

Study	**Anderson, 2006[1]**
Name of tool	*Workplace Violence Questionnaire and Demographics tool*
Description	"Only the WPV checklist and demographic information sheet were used in this study to assess work area violence...From a checklist of 29 WPV examples, workers were directed to select all events experienced over a 6-month period before and after training."
Type	Existing tool or scale
Validated?	Yes
Outcome Category	Results of Incivil Behaviour and Outcomes of Workplace Bullying
Study	**Barak, 1994[2]**
Name of tool	*Post-Workshop Evaluation*
Description	"...participants were asked to anonymously fill out a four-item questionnaire related to their satisfaction with the workshop...All items were rated on 7-point scales (1=low, 7=high)."
Type	Researcher developed questionnaire
Validated?	No
Outcome Category	NA
Name of tool	*Sexual Experiences Questionnaire*
Description	"Sexual Experiences Questionnaire (SEQ), adjusted to suit the local organizational structure. It contained 33 items related to various kinds of sexually harassing episodes, representing five levels of sexual harassment severity"
Type	Existing tool or scale
Validated?	No - revised, validated version published in 1995
Outcome Category	Results of Incivil Behaviour and Outcomes of Workplace Bullying
Study	**Bingham, 2001[3]**
Name of tool	*Questionnaire on knowledge and attitudes to sexual harassment*

Description	"We developed questionnaire items to assess how participation in the program affected employees' knowledge about sexual harassment, perceptions of potential sexual harassment, willingness to report sexual harassment, attributions of blame for sexual harassment, and attitudes toward sexual behavior at work."
Type	Researcher Developed Questionnaire
Validated?	No
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility

Study	**Ceravolo, 2012[4]**
Name of tool	*Verbal Abuse Survey*
Description	Survey items were adapted from the Verbal Abuse Survey (Cox et al. 2007)…In the adapted instrument, nine item responses on a five-point Likert-type scale from Strongly Agree (=5) to Strongly Disagree (=1) are used to address perceptions of respect and lateral abuse within the nursing workgroup. Yes (1)/No (0) answers are provided for 10 items that addressed the presence of verbal abuse and feelings in response. Finally, participants are asked to rank their self-esteem and control over practice as Low (1), Medium (2) or High (3)."
Type	Existing tool or scale
Validated?	No formal validation - used in other surveys/research projects
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility; Behaviours Related to Workplace Bullying/Incivility; Skills to Cope With Workplace Bullying/Incivility; Results of Incivil Behaviour and Outcomes of Workplace Bullying

Study	**Chipps, 2012[5]**
Name of tool	*Participant survey*
Description	"The participants were given a 41-item survey, which included the Negative Acts Questionnaire-Revised (NAQ-R); demographic questions; and questions related to job satisfaction, errors, and near errors in clinical practice and patient satisfaction."
Type	Researcher developed questionnaire
Validated?	No
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility; Results of Incivil Behaviour and Outcomes of Workplace Bullying
Name of tool	*Negative Acts Questionnaire-Revised (NAQ-R)*
Description	"The NAQ-R is a standardized tool developed to measure perceived exposure to workplace bullying as well as perceived victimization at work...The NAQ-R is a 22-item instrument that asks respondents how often they have experienced 22 behaviorally defined negative acts in the past 6 months (never, occasionally, monthly, weekly, and daily)."

Type	Existing tool or scale	
Validated?	Yes	
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility; Results of Incivil Behaviour and Outcomes of Workplace Bullying	

Study	**Dahlby, 2014[6]**
Name of tool	*Lateral and Vertical Violence in Nursing Survey*
Description	"The Lateral and Vertical Violence in Nursing Survey (Stanley et al., 2007) was used...For this project, the survey was modified to exclude questions pertaining to vertical violence in the work area."
Type	Existing tool or scale
Validated?	No
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility; Results of Incivil Behaviour and Outcomes of Workplace Bullying

Study	**Dompierre, 2008[7]**
Name of tool	*Participant questionnaire*
Description	"...a questionnaire consisting of four parts was developed for the quantitative analysis…The first part measures a global index of the perception of the workplace, calculated from 20 questions answered on a four-point Likert type scale. The first twelve items dealt with the perception of the human and organizational setting...Four other statements examined the perception of the way in which the workplace dealt with violent events. The higher the score, the more the perception is positive. The second part of the questionnaire identified the episodes of physical and psychological violence that occurred in the context of or are linked to work..."
Type	Researcher developed questionnaire
Validated?	No
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility; Results of Incivil Behaviour and Outcomes of Workplace Bullying

Study	**Embree, 2013[8]**
Name of tool	*Nurse Workplace Behaviour Scale (NWS)*
Description	"The NWS was arranged in a Likert-style format so that rating for agreement ranged from never to consistently, on a 1 to 5 scale.The questions asked how often a respondent engaged in specific activities, feelings, or beliefs which were examples of oppressed group behavior in nursing practice...possible ranges for the NWS Total Scale are 12 to 60..."
Type	Existing tool or scale

Validated?	Yes
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility; Behaviours Related to Workplace Bullying/Incivility; Results of Incivil Behaviour and Outcomes of Workplace Bullying
Name of tool	*Silencing the Self-Work Scale (STSS-W)*
Description	"The STSS-W measures the ability to express personal needs or feelings directly or put others first. The STSS-W range is 25 (low) to 125 (high). Scoring higher on the STSSW may mean that the organization reinforces these behaviors"
Type	Existing tool or scale
Validated?	Yes
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility; Behaviours Related to Workplace Bullying/Incivility; Results of Incivil Behaviour and Outcomes of Workplace Bullying
Study	**Frisbie, 2002[9]**
Name of tool	*Sexual Harassment Knowledge Scale*
Description	"Sexual harassment knowledge was assessed with a 20-item questionnaire. The number of items correctly answered was summed for each participant to ascertain sexual harassment knowledge. Scores could range from zero to twenty with higher scores indicating more knowledge acquisition"
Type	Researcher developed questionnaire
Validated?	No
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility
Name of tool	*Sexual Harassment Knowledge Scale*
Description	"The SHAS is a 19-item scale on which participants indicate their degree of agreement with statements reflecting attitudes toward sexual harassment. Participants rated questions on a 6-point Likert-type scale ranging from strongly disagree to strongly agree."
Type	Existing tool or scale
Validated?	Yes
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility
Name of tool	*Harassment Sensitivity Inventory*

Description	" The HSI consists of 18 situations (9 sexual and 9 nonsexual) and participants were asked to respond on a 6-point scale the degree they believe mildly to severely harassing behaviors are interfering, intimidating, hostile, and offensive. The mean of the item responses was used as the perception score in the current study"
Type	Existing tool or scale
Validated?	Yes
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility

Study	Goldberg, 2007[10]
Name of tool	*Sexual Experiences Questionnaire*
Description	"The items reflected the gender harassment and unwanted sexual attention sub-factors of the Sexual Experiences Questionnaire, based on the work of Fitzgerald and her colleagues (cf. Fitzgerald, Gelfand, & Drasgow, 1995). The three gender-harassment items depicted a supervisor showing sexually suggestive cartoons, telling dirty (offensive) jokes, and making crude remarks about his/her sexual exploits. The three sexual-attention items depicted a supervisor repeatedly giving suggestive looks to a subordinate, asking a subordinate on a date, and sending romantic letters to a subordinate."
Type	Existing tool or scale
Validated?	No - reported reliability
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility; Behaviours Related to Workplace Bullying/Incivility

Study	Hoel, 2006[11]
Name of tool	*Bullying Risk Assessment Tool (BRAT)*
Description	"...a new 29-items instrument, the Bullying Risk Assessment Tool (BRAT) emerged."
Type	Researcher developed questionnaire
Validated?	Partially - no independent study
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility; Behaviours Related to Workplace Bullying/Incivility
Name of tool	*Negative Acts Questionnaire-Revised*
Description	"The 22-item NAQ-R (Einarsen & Hoel, 2001) was used to measure experiences of negative behaviour and bullying."

Type	Existing Tool or Scale
Validated?	Yes
Outcome Category	Results of Incivil Behaviour and Outcomes of Workplace Bullying
Name of tool	*Measure of psychological contract fulfillment*
Description	"To assess the state of employee psychological contracts we used Robinson's (1996) 7-item measure of fulfilled employer obligations and 2-item measure of met employment expectations."
Type	Existing Tool or Scale
Validated?	No
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility
Name of tool	*General Health Questionnaire*
Description	"Finally, mental health was measured using the 12-item General Health Questionnaire (Goldberg & Williams, 1988)."
Type	Existing Tool or Scale
Validated?	Yes
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility
Study	**Hultman, 2012[12]**
Name of tool	*Pre-course survey on medical professionalism*
Description	"The purpose of this survey was to assess attitudes and knowledge about professionalism in medicine and surgery"
Type	Researcher developed questionnaire
Validated?	No
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility

Name of tool	*Post-course evaluation*
Description	"The impact of the course on knowledge, skills, and attitudes was determined using self-reported, retrospective assessment measures."
Type	Researcher developed questionnaire
Validated?	No
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility

Study	**Keashly, 2009[13]**
Name of tool	*Workplace Aggression Research Questionnaire*
Description	"The main section of the WAR-Q lists 60 different examples of workplace aggression that were derived from existing research on types of negative workplace communication and behavior... Respondents indicated the extent to which they experienced each type of behavior and the person most responsible for subjecting them to that behavior."
Type	Existing tool or scale
Validated?	No
Outcome Category	Results of Incivil Behaviour and Outcomes of Workplace Bullying
Name of tool	*Organizational Assessment Survery*
Description	"This instrument captures 17 different dimensions...In addition to these dimensions that are composite variables, the questionnaire captures overall assessments of supervisor or team leader performance, and satisfaction with the organization, pay, physical working conditions, and their job overall, as well as intentions to leave the organization."
Type	Existing tool or scale
Validated?	No
Outcome Category	Results of Incivil Behaviour and Outcomes of Workplace Bullying

Study	**Kennedy, 2010[14]**
Name of tool	*Demographic inventory and workplace bullying survey*
Description	"The pre-test consisted of 25 statements...The tests were scored based on a [5-point] Lickert scale. Five points were given for statements answered with strongly agree (SA), four points statements answered agree (A), [etc.]..."

	Type	Researcher defined scale
	Validated?	No
	Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility

Study	**Lansbury, 2014[15]**
Name of tool	*Responsible Bystander Intervention in Verbal Bullying*
Description	"The Responsible Bystander Intervention in Verbal Bullying (RBI-VB) metric consisted of 15 statements; 3 sub-scales of 5 statements each...A single response was required for each of 15 RBI-VB statements; the possible score for each participant was therefore from 15 to 75...The greater the score the stronger the bystander responsibility for intervention in verbal bullying was."
Type	Researcher defined scale
Validated?	No
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility; Results of Incivil Behaviour and Outcomes of Workplace Bullying

Study	**Leiter, 2011[16]**
Name of tool	*CREW Civility Scale*
Description	"The CREW Civility Scale (Meterko, Osatuke, Mohr, Warren, & Dyrenforth, 2007) consists of eight items designed to measure the perceptions of workplace civility within a work group and across an organization...The items were rated on a 5-point Likert scale ranging from 1 (strongly disagree) to 5 (strongly agree)."
Type	Existing tool or scale
Validated?	Partially - no independent study
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility
Name of tool	*Workplace Incivility Scale*
Description	"The 10-item Workplace Incivility Scale (Cortina et al., 2001) assesses the frequency of health care workers' experiences of workplace incivility, including disrespectful, rude, or condescending behaviors in the previous month. Using a 7-point Likert scale ranging from 0 (never) to 6 (daily), participants rated the extent to which they experienced each of five behaviors...from their supervisor and from their coworkers."
Type	Existing tool or scale
Validated?	No

Outcome Category	Results of Incivil Behaviour and Outcomes of Workplace Bullying
Name of tool	*Interpersonal Trust at Work Scale* *(Trust in Management Subscale)*
Description	"Trust in management was measured by six items from Cook and Wall's (1980) Trust in Management subscale of the Interpersonal Trust at Work Scale. This scale measures two aspects of trust: (a) faith in manager intentions and (b) confidence in manager competence. Items are averaged to obtain scores ranging from 1 (strongly disagree) to 5 (strongly agree)."
Type	Existing tool or scale
Validated?	No
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility
Name of tool	*Turnover Intentions Measure*
Description	"Three items were modified from the Turnover Intentions measure developed by Kelloway, Gottlieb, and Barham (1999) and used to assess the intention to quit...Each item was rated on a 5-point Likert scale ranging from 1 (strongly disagree) to 5 (strongly agree)."
Type	Existing tool or scale
Validated?	No
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility
Name of tool	*Effort-Reward Imbalance Questionnaire* *(Esteem Reward section)*
Description	"Respect was measured using two items from the Esteem Reward section of the Effort-Reward Imbalance Questionnaire found in Siegrist et al. (2004)...A third item was created to capture organizational respect...Responses were rated on a 5-point scale ranging from 1 (strongly disagree) to 5 (strongly agree)."
Type	Existing tool or scale
Validated?	Yes
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility or Attitudes
Name of tool	*Maslach Burnout Inventory-General Survey* *(MBI-GS: Professional Efficacy scale, Emotional Exhaustion and Cynicism subscales)*
Description	"The Emotional Exhaustion and Cynicism subscales of the Maslach Burnout Inventory-General Survey (MBI-GS; Maslach, Jackson, & Leiter, 1996; Schaufeli, Leiter, Maslach, & Jackson, 1996) were used to measure burnout. Participants used a 7-point Likert scale ranging from 0 (never) to 6 (every day) to rate the extent to which they experience exhaustion and cynicism at work..."

Type	Existing tool or scale
Validated?	Yes
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility or Attitudes
Name of tool	*Affective commitement Scale*
Description	"Two items from the Affective Commitment Scale (Allen & Meyer, 1990) were used to assess organizational commitment. Using a 5-point Likert scale ranging from 1 (strongly disagree) to 5 (strongly agree), participants rated the extent to which they feel committed to their organization..."
Type	Existing tool or scale
Validated?	No
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility
Name of tool	*Instigated Incivility*
Description	"Using a 7-point Likert scale ranging from 1 (never) to 7 (daily), participants rated their own behavior on each of the five items (e.g., "Ignored or excluded others from professional camaraderie")."
Type	Researcher defined scale
Validated?	No
Outcome Category	Behaviours Related to Workplace Bullying/Incivility
Name of tool	*Absenteeism*
Description	Self-reported absences were measured with a single item: "In the past month, on how many occasions have you missed work due to illness or disability?"
Type	Researcher defined scale
Validated?	No
Outcome Category	Behaviours Related to Workplace Bullying/Incivility
Study	**Leon-Perez, 2012[17]**

Name of tool	*Copenhagen Psychsocial Questionnaire*
Description	NR
Type	Existing tool or scale
Validated?	Yes
Outcome Category	Results of Incivil Behaviour and Outcomes of Workplace Bullying
Name of tool	*Interpersonal conflict at work (Medina et al., 2005)*
Description	NR
Type	Existing tool or scale
Validated?	Unclear - tool is composed of a number of pre-existing scales
Outcome Category	Results of Incivil Behaviour and Outcomes of Workplace Bullying
Name of tool	*Negative Acts Questionnaire-Revised*
Description	NR
Type	Existing tool or scale
Validated?	Yes
Outcome Category	Results of Incivil Behaviour and Outcomes of Workplace Bullying
Name of tool	*General Health Questionnaire*
Description	NR
Type	Existing tool or scale
Validated?	Yes

Outcome Category	Results of Incivil Behaviour and Outcomes of Workplace Bullying

Study	**Mallette, 2011[18]**
Name of tool	*Confidence questionnaire based on Bandura 2006*
Description	"In this study, a 100-point scale was used to measure professional confidence related to three items before before and after the educational intervention: (a) the ability to recognize horizontal violence when it occurs, (b) the ability to respond to a situation involving horizontal violence and (c) the ability to effectively modify the response to horizontal violence as the situation changes. The strength of efficacy beliefs was measured on a scale ranging in 10-unit intervals from 0 (cannot do) to 100 (highly certain can do)."
Type	Researcher defined scale
Validated?	No
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility
Name of tool	*Questionnaire on knowledge of horizontal violence*
Description	"The pre and post knowledge test were developed by subject matter experts from within the organization…[it] consisted of 17 multiple-choice questions. The items measured the participant's knowledge of horizontal violence based on the learning objectives..."
Type	Researcher developed questionnaire
Validated?	Yes -content validity
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility
Name of tool	*National League for Nursing (learner satisfaction)*
Description	"The learner's satisfaction with the assigned teaching methodology was evaluated using a sevn-point Likert scale ranging from one (strongly disagree) to seven (stongly agree)."
Type	Existing tool or scale
Validated?	Yes
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility
Name of tool	*Global Rating Scale*

Description	"The Global Rating Scale for this study was a modified seven-point Likert scale examing the particpant's overall performance interacting with a standardized co-worker…Two evaluators observed each interaction and rated the participant's performance…"
Type	Researcher defined scale
Validated?	Yes
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility

Study	**Meloni, 2011[19]**
Name of tool	*Employee satisfaction survey*
Description	NR
Type	Other
Validated?	No
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility; Results of Incivil Behaviour and Outcomes of Workplace Bullying

Study	**Osatuke, 2009[20]**
Name of tool	*8-item civility scale (Meterko et al., 2008)*
Description	"Civility levels at the participating sites were measured by an 8-item civility scale (Meterko, Osatuke, Mohr, Warren, & Dyrenforth, 2007, 2008). The scale measures aspects of workplace civility through employee ratings of personal interest and respect from coworkers, cooperation or teamwork in the workgroup, fair conflict resolution, and valuing of individual differences by coworkers and supervisor."
Type	Existing tool or scale
Validated?	Partially - no independent study
Outcome Category	Knowledge of or Attitudes to Workplace Bullying/Incivility

Study	**Pate, 2010[21]**
Name of tool	*Employee attitude survey*
Description	NR

Type	Other	
Validated?	No	
Outcome Category	Results of Incivil Behaviour and Outcomes of Workplace Bullying	
Study	**Sanderson, 2014[22]**	
Name of tool	*All Employee Survey - Civility Scale*	
Description	"The Civility Scale is an eight-item subscale embedded within the 71-item [All Employee Survey]...Each of the Civility Scale item statements were scored with a Likert-type scale: 1 (strongly disagree); 2 (disagree); 3 (neither agree nor disagree); 4 (agree); 5 (strongly agree); or 6 (do not know)."	
Type	Existing tool or scale	
Validated?	Yes	
Outcome Category	Behaviours Related to Workplace Bullying/Incivility	
Study	**Stagg, 2011[23]**	
Name of tool	*Workplace Bullying Inventory*	
Description	"...an adapted Workplace Bullying Inventory (WBI) was used...The 16-question WBI gathered information about bullying behaviors experienced during the previous year...The survey questions used a five-point Likert-type scale with responses ranging from never to daily. Two questions of interest to the researchers were added to the WBI. These questions asked whether the respondent had been pressured into doing something and asked the respondent to identify the major source of bullying."	
Type	Existing tool or scale	
Validated?	Yes	
Outcome Category	Results of Incivil Behaviour and Outcomes of Workplace Bullying	
Name of tool	*Testing of the training program*	
Description	"The pre- and posttests were identical and included 25 questions (Appendix A; www.slackjournals.com/jcen). Twenty-one of the questions pertained to the information covered in the training. The other four questions asked about the staff nurse's attitude toward bullying experiences, adequacy of training in managing a bully, and confidence in defending oneself against a bully."	
Type	Researcher Developed Questionnaire	
Validated?	No	

Outcome Category Knowledge of or Attitudes to Workplace Bullying/Incivility; Behaviours Related to Workplace Bullying/Incivility; Skills to Cope With Workplace Bullying/Incivility

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